**The Jamaica Plain Community Centers Adult Learning Program seeks a Technology Coordinator.**

The Technology Coordinator will maintain the program's computers and provide training

for staff on classroom technology integration and instructional software innovations and applications.
**Schedule:** 8 hours per week. Some evening hours required 2 days/wk. - scheduled hours can be discussed Tues-Thurs. Potential to combine with a teaching position for the right candidate.

**Qualifications**
- Knowledge of PC computer applications/software, PC computer maintenance, and computer networking. Experience with maintaining and troubleshooting PC hardware and printer maintenance. Ability to install/uninstall software and monitor the efficiency of hard drives
- Experience with and commitment to collaborative, achievement-oriented education, experience with Mass. DESE-funded community-based organizations preferred.
- Excellent organizational, administrative, technology and communication skills - ability to work independently and as part of a team
- Experience with online databases: SMARTT and Cognos preferred
- Must pass CORI**/**SORI background check

**Responsibilities:**
- Install hardware and operating systems and troubleshoot use as needed to ensure smooth functioning lab and office environment.
- Oversee all hardware and operating system repair and maintenance. Arrange repairs. Obtain training to improve skills as needed.
- Provide training for ALP staff on hardware use, maintenance and troubleshooting
- Assist and train staff in locating, ordering, and using educational and administrative software
- Assist and facilitate teachers' integrating technology into the classroom
- Assist data and administrative staff with use of online database management
- Assist with program electronic communication (use of Google Gmail, Calendar, Drive)
- Oversee all security measures to safeguard hardware and software. Establish and/or revise lock down and sign out/in procedures, take responsibility to preserve software within an accessible and secure system
- Attend technology meetings and trainings to stay current on hardware and software information and trends. Attend relevant professional development activities to remain current in the field and to increase proficiency
- Participate constructively in weekly staff and teacher meetings, other program and staff development meetings and workshops. Work collaboratively with team members to ensure performance goals are met
- Provide quarterly trainings for ALP staff, especially teachers and computer lab and instructor staff, on new software and ways to integrate technology into the classroom
- Maintain inventory of program technology equipment
- Other duties as assigned

**Compensation:**
$22.00/hr., part-time benefits include paid personal and sick days, extensive paid professional development opportunities, free membership to JP Community Center recreational facilities, free parking, accessible by T.

*JPCC is an equal opportunity employer and actively seeks candidates from diverse backgrounds*